

CMI - Checklist for action planning

1. Drive people out of their comfort zone and make clear to them the need for change
2. Build a team of people to guide the change – this should not necessarily be composed of only senior management
3. A vision is needed to draw together plans and proposals
4. The vision is consistently communicated over time – not just in a ‘one off’ presentation
5. Make sure there are no obstacles preventing employees from implementing the vision
6. Plan to make sure that some positive outcomes of the change programme are visible early on
7. Use the short-term wins to tackle the greater change that is needed
8. Make sure the change sticks by embedding it in the company culture

<https://members.md.cmi.org.uk/Content/Display/80339>